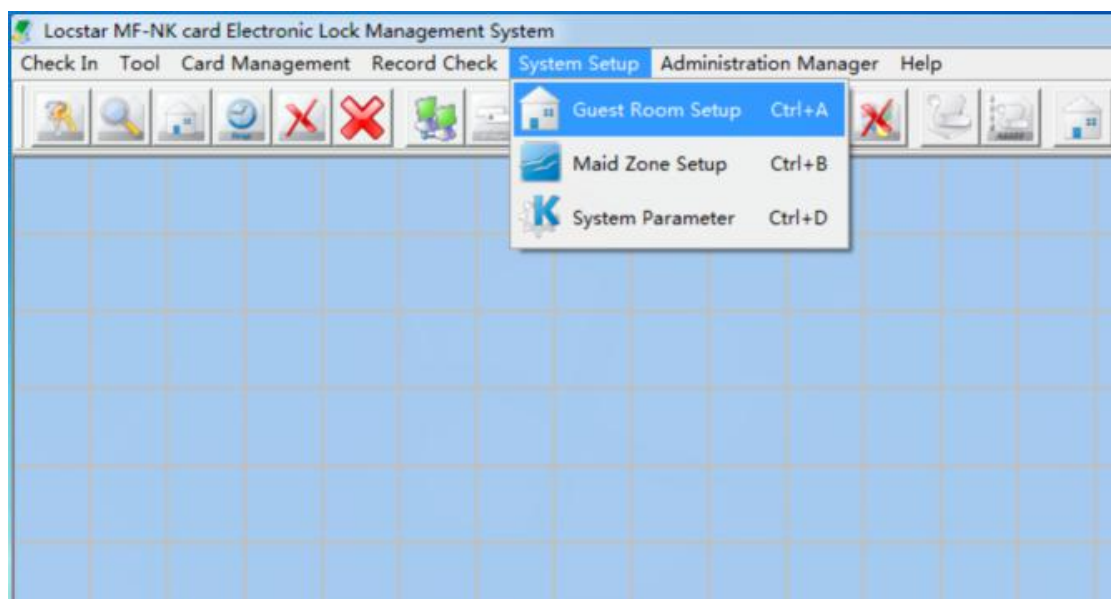


Operation steps

1. Connect encoder to the computer, then open software



2. Input user name: super
Password: 0
3. After enter in the system, you can see below. Click "System Setup" then select "Guest Room setup"



4. It comes to the following window to set the hotel rooms.
If only one building, you don't want to show the building no., get rid of the "tick" in front of InClude Building.

set the room

☒ InClude Building
☐ fixed length

☒ InClude Floor
☐ fixed length

☐ 4X ☐ 7X

☒ InClude Room No.
☒ fixed length

☐ X4 ☐ X7

| Building N | Floor | ID Room | Room No. | Room Type |
|------------|-------|---------|----------|-----------|
| | | | | |

Range Building

Floor

Rooms

—
 —
 —

Room No.

Room Type

☒ Add
 ☐ Delete
 ☐ Delete All
 ☐ Modify
 ☒ Add Room Types

If you don't want to show 4th or 7th Floor, tick before 4X or 7X. Then there would be no room no. like 401 or 701 etc.

If you don't want to show room no. with 4 or 7, tick before X4 or X7, Then there would be no room. Like 104, 204 ... or 107, 207....

Fixed length is 1 digit or 2 digits. According to your real hotel to choose. For example, if one floor has 9 rooms: a. Fixed length 1 digit, it shows, 1, 2, 3, ...9 room. B. Fixed length 2 digits, it shows 01, 02, 03,..09 room.

- Set up the room no. as the hotel. For example 1 building, total 8 floors, each floor 10rooms, and don't want show building number and floor 7, floor number show 1 digit. The rooms are set up as below:

set the room

☐ InClude Building
☐ fixed length

☒ InClude Floor
☐ fixed length

☐ 4X ☒ 7X

☒ InClude Room No.
☒ fixed length

☐ X4 ☐ X7

| Building N | Floor | ID Room | Room No. | Room Type |
|------------|-------|---------|----------|-----------|
| 1 | 1 | 1 | 101 | |
| 1 | 1 | 2 | 102 | |
| 1 | 1 | 3 | 103 | |
| 1 | 1 | 4 | 104 | |
| 1 | 1 | 5 | 105 | |
| 1 | 1 | 6 | 106 | |
| 1 | 1 | 7 | 107 | |
| 1 | 1 | 8 | 108 | |
| 1 | 1 | 9 | 109 | |
| 1 | 1 | 10 | 110 | |
| 1 | 2 | 1 | 201 | |
| 1 | 2 | 2 | 202 | |
| 1 | 2 | 3 | 203 | |
| 1 | 2 | 4 | 204 | |
| 1 | 2 | 5 | 205 | |

Range Building

Floor

Rooms

1 — 1

1 — 9

1 — 10

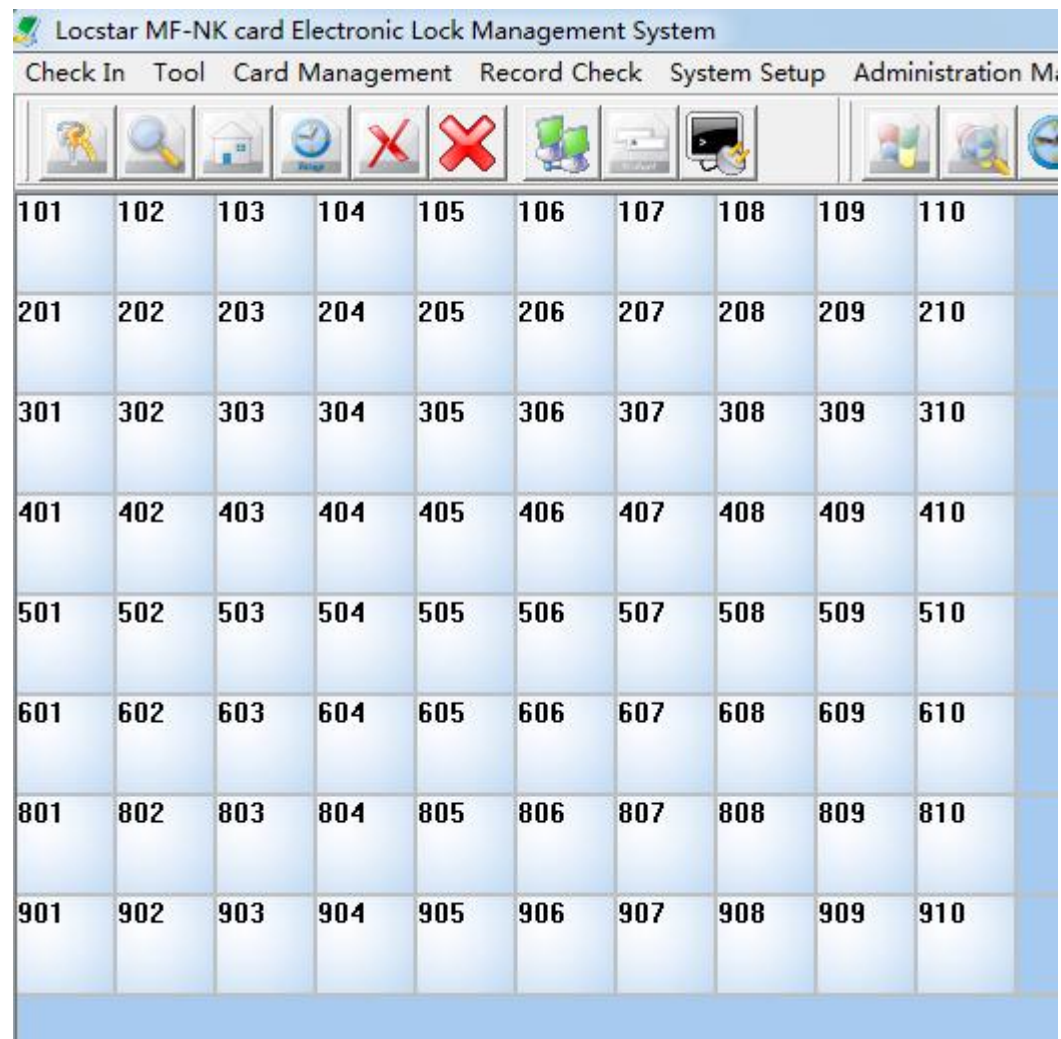
Room No.

Room Type

☒ Add
 ☐ Delete
 ☐ Delete All
 ☐ Modify
 ☒ Add Room Types

Completed operation

- Click the "X" on the up right corner to close this interface, and you can see the room setting on the main page as below:



7. After locks installed on the door, rooms set done. We start setting the lock.
8. Click "card management"-issue card,, you'll see:

Locstar MF-NK card Electronic Lock Management System

Check In Tool Card Management Record Check System Setup Administration Manager Help

101 102 103 104 105 106 107 108 109 110

201 202 203 204

301 302 303 304

401 402 403 404

501 502 503 504

601 602 603 604

801 802 803 804

901 902 903 904

Issue Card

Master, Emergency, Passage, Lock Out, Check Out, Terminate Clock Building
 Floor Setting House Keeping Foreman Authorization No Disturb

Building

Floor

2019/11/ 6 11:18:05 2019/12/ 6 11:18:05

Card No. ☐ Lost

Card Holder

Name ID No.

Remark

OK Exit

Room No.

Lodging day 1

Check In 2019/11/ 6 11:06:16

Read

Issue S

We need set 3 main function cards first: (The function cards are used to set the rooms, not able to unlock the door)

Issue authorization cards, at least set 2pcs authorization cards. (Very important card, need keep it well. Card No. above means the cards quantity you are going to issue)

Issue room number setup cards (each room need one card to set the room door number. In order to avoid mistake and confusion, suggest to put label on the card to mark the cards. if you don't remember, you can use the read card function to get the card type and room no.)

Issue Clock card by clicking "Clock Calibrate".

If the current time is 10:12:22, the set time need be 10-15minutes later, the set time means the time set in the card, it's fixed. It's not entirely synchronized with the really time, but as much as sync.

Issue Clock Calibrate 25

Master, Emergency, Temporary, Termination, Check-out, Blocking

Clock Calibrate | Building | Floor | Setup | HouseKeeping | Authorization

Current time: 2015/ 4/11 10:12:22

Set time: 2015/ 4/11 10:27:22

Card No. ☐ Renew

Card holder

Name ID number

Notes

| Card Type | Card Number | Start Time | End time | Card Status |
|-----------|-------------|------------|----------|-------------|
| ▶ | | | | |

◀ ▶

 Issue  Exit

Issue Clock Calibrate

9. Swipe the Authorization card on the lock, it means the lock is authorized.
10. Swipe the clock card, then swipe the room no. setting card, it means the lock is defined with time and room no. (each room door swipe the corresponding room no. setting card).
Now the room number setting is done. You can issue other cards to unlock the door now.
11. Issue a guest card (with same room no. you set for the lock)
12. Swipe the lock, and you can get the lock open.

Remark:

- A. For new locks, swiping function cards (authorization card, setting card, clock card) directly to set
- B. For old lock, need to clear former authorization at first. Then swipe function card to set.